

Job Title:	<b>Cemetery Maintenance Supervisor</b>
Job Description Number:	<b>1035</b>
Department/Division:	<b>Parks and Recreation/Grounds</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>210</b>
Immediate Supervisor:	<b>Superintendent of Grounds</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

**Brief Description of the Job:**

Responsible for the maintenance of the City's two cemeteries – Springwood and Richland. Responsible for the landscape maintenance of surrounding areas such as 400 block N. Main St., Municipal Ct., American lagoon, Academy St., Parking. Supervise the South Carolina Department of Corrections inmates. Open and close graves, cut grass, remove litter, weed eat, spray walkways, prune trees, meet with funeral directors, landscape graves, file cemetery paperwork, mulch trees, water trees, cut hedges, move and replace markers and coping and load / haul away dirt. Assist during storm clean up and weather related events.

**Essential Functions:**

**Maintain Cemetery (75%):** Remove and replace marker and coping. Open and close graves. Cut grass. Trim hedges. Supervise SCDC workers. Locate grave. Meet with funeral home directors.

**Maintain plots outside of cemeteries (20%):** Cut grass, spray, prune, litter, weed eat, and trim hedges.

**Special Events (5%):** Tents – setup and teardown. Trash removal. Hardware setup – booths, chairs, and tables.

Other duties and responsibilities as assigned.

**Physical Demands**

**Overall Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires standing, walking, handling, pushing/pulling, vision, balancing, hearing, and talking. Frequently requires reaching, kneeling and foot controls. Occasionally requires lifting, carrying, sitting, climbing, bending, crouching, and twisting. Rarely requires fine dexterity.

**Machines, Tools, Equipment, and Work Aids:** Riding mower, push mower, edger, weed eater, hedge trimmer, hand pruner, blower, tiller, tractor, skid steer, small backhoe, sod cutter, chainsaw, ditch witch, truck, trailer, and hand tools.

**Computer Equipment and Software:** Computer, Microsoft Word, and Excel.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to respiratory hazards and noise and vibration. Seasonal exposure to extreme temperature and wetness and/or humidity.

**Health and Safety:** Occasional exposure to chemical hazards.

**Primary Work Location:** Outdoors (Cemeteries and Plots).

**Protective Equipment Required:** Safety glasses, gloves, safety vest, ear plugs, steel-toed boots, protective clothes, and hard hat.

### **Non-Physical Demands**

Frequently requires working closely with others as part of a team. Occasionally requires tedious or exacting work and noisy/distracting environment. Rarely requires time pressures, emergency situations, frequent change of tasks, and irregular schedule/overtime.

### **Job Requirements**

**Formal Education:** High school diploma or equivalent plus six months to one year of advanced study or training in Landscaping/Horticulture are required.

**Experience:** Over one year of experience in/as Landscaping/Horticulture is required.

**Driver's License Required:** CDL Class B South Carolina license.

**Certifications and Other Requirements:** South Carolina Non-Commercial Pesticide Applicators License.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of

different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include general public and SCDOC officials. Internal contacts include Public Works, Special Events, and Police.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is responsible for supervising the positions of Parks and Recreation Maintenance Technicians I and II.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

### **Freedom to Act and Impact of Action**

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.